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## **TRAINING LIST**

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### **LATEST RELEVANT TRAINING & FLOOR WALKING**

#### ➤ **OFFICE 365 (USER) AND OFFICE 2016**

- ✓ Word 365/2016, Excel 365/2016, PowerPoint 365/2016, OWA/Outlook2016, OneNote 365/2016, OneDrive for Business
- ✓ May 2017 – ongoing
- ✓ Online Course (Adobe Connect), GSK through Global Knowledge -Microsoft Gold Partner, Change of Management

#### ➤ **EXCEL 2016 & VBA, ACCESS 2016**

- ✓ Excel 2016 VBA oriented, Access 2016 introductory & query oriented
- ✓ May 2017, 2 days course
- ✓ Auto Guido Vie Spa Milan, Floor-Walking & Training-on-the-Job
- ✓ Delivered in Italian

#### ➤ **OFFICE 365 (USER) AND OFFICE 2013**

- ✓ Word 365/2013, Excel 365/2013 (PowerView), PowerPoint 365/2013, Outlook 2013, OWA, OneNote 365/2013, Sway, Planner, Delve, Skype for Business 2015 (User), OneDrive for Business, SharePoint Online (User)
- ✓ Apr 2017 - ongoing
- ✓ Online Course (Skype for Business), BD through Solartech Inc. -Microsoft Gold Partner, Change of Management
- ✓ Delivered in Spanish

#### ➤ **MICROSOFT MCSA**

- ✓ Windows Server 2012
- ✓ Mar 2017 – ongoing
- ✓ Online Course (Zoom), Scuola Vega, Microsoft Imagine Academy
- ✓ Delivered in Italian

#### ➤ **MICROSOFT EXCEL 2010**

- ✓ Custom course & floor-walking (training on the job), S.R.B. SpA Brindisi (ITA) through Scuola Vega, Microsoft Imagine Academy
- ✓ Mar 2017 – Apr 2017
- ✓ Delivered in Italian



- **MICROSOFT EXCEL 2010**
  - ✓ Custom course & floor-walking (training on the job), Gi.Lu.Pi SRL Tricase (ITA) through Scuola Vega, Microsoft Imagine Academy
  - ✓ Jan 2017 – Mar 2017
  - ✓ Delivered in Italian
  
- **MICROSOFT MOC 20-694B**
  - ✓ Virtualizing Enterprise Desktops and Apps
  - ✓ Dec 2016, 5 days, Global Knowledge Utrecht – The Netherlands, delivered online through Adobe Connect
  - ✓ Delivered in English
  
- **MICROSOFT MOC 20-697-2B**
  - ✓ Deploying and Managing Windows 10 Using Enterprise Services
  - ✓ Nov-Dec 2016, 5 days, Global Knowledge Utrecht – The Netherlands
  - ✓ Delivered in English
  
- **YOUTUBE CHANNEL MANAGEMENT**
  - ✓ Administering YouTube channel, customizing channel, creating & organising playlist & Sections, Adding a linkable watermark to the channel banner, adding social button to the banner, Using Creator Studio, Youtube Analytics
  - ✓ Nov 2016, 1 day, delivered online through Skype
  - ✓ Delivered in Italian, 1-2-1 course
  
- **GOOGLE & MICROSOFT FREE ONLINE SERVICE FOR NONPROFITS**
  - ✓ GSuite for nonprofits, Office 365 for nonprofits plans, Youtube for nonprofits, AdGrants, GrantsPro, Azure for nonprofits
  - ✓ Nov 2016, 1 day, delivered online through Skype for Business
  - ✓ Delivered in Italian, Webinar
  
- **MICROSOFT MOC 20-533**
  - ✓ Microsoft Azure
  - ✓ Nov 2016, 5 days, Fastlane Milano – Italy
  - ✓ Delivered in Italian
  
- **MICROSOFT OFFICE 365**
  - ✓ Outlook Web Access (OWA), OneDrive for Business (ODB), Sharepoint, Delve
  - ✓ Nov 2016 – ongoing
  - ✓ Online Course (Cisco WebEx), Merck & MSD through Solartech Inc. - Microsoft Gold Partner-, Change of Management
  - ✓ Delivered in Italian & Spanish



- **MICROSOFT MCSA**
  - ✓ Windows Server 2012
  - ✓ Oct 2016 – Mar 2017
  - ✓ Online Course (Zoom), Scuola Vega, Microsoft Imagine Academy
  - ✓ Delivered in Italian
  
- **MICROSOFT MOC 20-411**
  - ✓ Windows Server 2012
  - ✓ Sep 2016, 5 days, NATO Grazzanise (CE) – Italy
  - ✓ Delivered in English
  
- **COMPTIA SECURITY+ SY0-401**
  - ✓ Aug 2016, 5 days, NATO Grazzanise (CE) – Italy
  - ✓ Delivered in English
  
- **COMPTIA A+ 22-901 & 22-902**
  - ✓ Apr 2016, 5 days, NATO Grazzanise (CE) – Italy
  - ✓ Delivered in English
  
- **MICROSOFT MOC 20-346**
  - ✓ Office 365 & Azure
  - ✓ Dec 2015, 5 days, UNO Brindisi – Italy
  - ✓ Delivered in English
  
- **MICROSOFT MOC 20-413**
  - ✓ Advance Windows Server 2012 & SCCM
  - ✓ Dec 2015, 5 days, UNO Valencia – Spain
  - ✓ Delivered in English/Spanish
  
- **MICROSOFT MOC 20-414**
  - ✓ Advance Windows Server 2012 & SCCM
  - ✓ Dec 2015, 5 days, UNO Valencia – Spain
  - ✓ Delivered in English/Spanish
  
- **MICROSOFT EXCEL & ACCESS COURSES**
  - ✓ Training & Floor Walking (Training-on-the-Job)
  - ✓ Oct 2015 – Dec 2015, UNO Brindisi – Italy
  - ✓ Basic – Intermediate - Advanced
  - ✓ Delivered in English



➤ **FROM LOTUS NOTES TO MICROSOFT OUTLOOK**

- ✓ Training & Floor-Walking (Training-on-the-Job)
- ✓ Feb 2015
- ✓ Customer: Solartech, Inc. – New York City – United States
- ✓ End Users: Lazard Bank – Milan – Italy
- ✓ 5 days, Delivered in Italian

Microsoft  
CERTIFIED  
Trainer



## **OTHER RELEVANT INTERNATIONAL TRAINING**

- **MICROSOFT OUTLOOK 2007 WHAT'S NEW**
  - ✓ Microsoft Official Distance Learning (MODL)
  - ✓ Platform used: Microsoft Live Meeting
  - ✓ Customer: Solartech, Inc. – New York City – United States
  - ✓ End Users: Bristol Myers Squibb
  - ✓ Dec 2010 – Jan 2011, 28 hrs, Delivered in Italian
  
- **MICROSOFT MOC 2159**
  - ✓ ISA Server 2000/2004
  - ✓ Nov 2009, 5 days, UNO Karthoum – Sudan
  - ✓ Delivered in English
  
- **MICROSOFT MOC 2825**
  - ✓ Windows Security
  - ✓ Nov 2009, 5 days, UNO Karthoum – Sudan
  - ✓ Delivered in English
  
- **MICROSOFT MOC 2830**
  - ✓ Windows Security
  - ✓ Nov 2009, 5 days, UNO Karthoum – Sudan
  - ✓ Delivered in English
  
- **MICROSOFT MOS OFFICE 2003**
  - ✓ Training & Floor Walking
  - ✓ Sep 2007 – Dec 2007, Private Company, Vancouver (BC) – Canada
  - ✓ Trainer & Certifications Administrator
  - ✓ Delivered in English
  
- **PROJECT MANAGAMENT TECNIQUES – GANTT, P.E.R.T. & C.P.M.**
  - ✓ Jun 2007, A.E.G.E.E. Bari, Project “Frames of Europe”, Bari – Italy
  - ✓ 8 hrs, Delivered in English



## **OTHER TRAINING & FLOOR WALKING ACTIVITIES**

### ➤ **MICROSOFT EXCEL 2010 - ADVANCED**

- ✓ Dec 2014, Training & Floor Walking
- ✓ 3 days, MAPEI, Lecce, Italy
- ✓ Delivered in Italian

### ➤ **MICROSOFT MOC 70-290**

- ✓ Training & Floor Walking
- ✓ May 2014, Windows Server 2003
- ✓ 5 days, Delta Salotti, Santeramo in Colle, Bari, Italy
- ✓ Delivered in Italian

### ➤ **WINDOWS SERVER 2012 - WHAT'S NEW**

- ✓ Jan 2013, 2 x 4 hours seminar, Studio Delta, Bari, Italy
- ✓ Delivered in Italian

### ➤ **MICROSOFT MOC 6426, 6433, 50331**

- ✓ Oct 2012 - Dec 2012, Windows Server 2008 & Windows 7
- ✓ Studio Delta, Bari, Italy
- ✓ Delivered in Italian

### ➤ **MICROSOFT MOC 5118**

- ✓ Training & Floor Walking
- ✓ Windows Vista
- ✓ Dec 2009, 5 days, AUSL Pinerolo (TO), Italy
- ✓ Delivered in Italian

### ➤ **External Trainer for Italian Ministry of Instruction, University & Research (M.I.U.R.) since 2006, more than 5.000 hrs of training in ICT subjects such as:**

- ✓ European Computer Driving License (E.C.D.L.) - Word, Excel, Access, PowerPoint, E-mail clients, Internet surfing, Computing Fundamentals
- ✓ European Informatics Passport (E.I.Pass.) - Word, Excel, Access, PowerPoint, E-mail clients, Internet surfing, Computing Fundamentals
- ✓ Open Office, Libre Office & Google Docs
- ✓ Flipped Classroom & other ICT Tools & Techniques for Teachers/Trainers
- ✓ Webmaster using Wordpress/Joomla/Incomedia Website/Google Sites
- ✓ HTML/CSS/PHP
- ✓ Google & Google Apps for Education



- ✓ Creating a web radio/tv with free & OS tools
  - ✓ How to organize a webinar
  - ✓ Distance Learning Platforms (Moodle, etc.)
  - ✓ Creating Learning Objects (L.O.) with Open Source Tools
  - ✓ E-learning & Conferencing with Skype, Skype for Business/Lynch, WebEX, GoToMeeting, Zoom, TeamViewer & other tools
  - ✓ Blog & Podcast
  - ✓ Interactive Whiteboards
- Secondary School Teacher of Computer Science (class A042) for Italian Ministry of Instruction, University & Research (M.I.U.R.) since 2014
- External Trainer for different organizations, companies & universities on the following subjects:
- ✓ ICT & Privacy
  - ✓ Network Security
  - ✓ Network Troubleshooting
  - ✓ European Computer It Project management (E.U.C.I.P.)
  - ✓ Systems Administration
  - ✓ Microsoft Azure & Cloud Architectures & Security
  - ✓ Internet Marketing & Social Media Marketing
  - ✓ Linux Fundamentals
  - ✓ Microsoft Project & Project Server
  - ✓ PKI & Digital Signature
  - ✓ Various Microsoft Official Courses (MOCs)
  - ✓ High Availability (HA) & Clustering
  - ✓ Floor Walking
- External Training Manager for ICT training tracks for different Italian companies